



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J4
DISTRIBUTION: A, C, J

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20 June 2001

EXERCISE-RELATED CONSTRUCTION STANDING OPERATING PROCEDURES

References:

- a. Joint Administrative Publication 1.1, "Organizations and Functions of the Joint Staff"
- b. CJCSM 3500.03, 1 June 1996, "Joint Training Manual for the Armed Forces of the United States," Appendix E
- c. DOD Directive 4270.36, 17 May 1997, "DOD Emergency, Contingency and Other Unprogrammed Construction Projects"

1. Purpose. This instruction outlines procedures for management and monitoring of the Exercise-Related Construction (ERC) Program. ERC is defined as unspecified minor military construction projects coordinated or directed by the Chairman of the Joint Chiefs of Staff for construction outside of the continental United States (OCONUS).

2. Cancellation. None.

3. Applicability. This instruction applies to the Joint Staff, combatant commands, Military Services, and other Defense agencies as appropriate.

4. Background

a. Because of concern that the Department of Defense was building overseas basing infrastructure without proper oversight, Congress defined and started appropriating ERC funds as an unspecified minor military construction (MILCON) line item in 1987. This concern was generated as a direct result of a General Accounting Office (GAO) audit of US National Guard exercises in Honduras in 1984. In this report, the GAO faulted the Department of Defense for constructing permanent and semi-permanent facilities in direct support of exercises using Operations and Maintenance (O&M) funds vice line-item project approval via MILCON funds. As a result, Congress increased its oversight by limiting each Service Secretary to a maximum of \$5.0 million for ERC per year and precluded the use of O&M funds for any ERC, ((10 U.S.C., para. 2805(b)(1) and (c)(2)).

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b. The 1989 MILCON Appropriations Bill admonished the Department of Defense for not submitting an ERC Unspecified Minor Construction (UMC) line item in the FY 1990 budget request and earmarked funds exclusively for ERC. To administer the 1989 funds earmarked by Congress, on 10 July 1989, the Director of the Joint Staff delegated ERC project approval authority and congressional notification responsibility to the Director of Logistics, J-4 (DJ4). In addition, Congress directed the Department of Defense to submit an ERC line item in the FY 1991 budget.

c. Congress appropriated a separate ERC UMC line-item in 1990. The Secretary of Defense delegated ERC UMC MILCON approval authority to the DJS. On 1 August 1992, this delegation was institutionalized as a J-4 responsibility in Joint Administrative Publication 1.1, "Organization and Functions of the Joint Staff" (reference a). During the ensuing lifetime of this program within the Joint Staff, overall management of ERC has been the responsibility of the Joint Staff Engineering Division (J4-ED), with the approval authority inherent within the responsibilities of the DJ4.

5. Policy. It is the policy of the Joint Staff Engineer to manage the ERC Program in full accordance with all applicable DOD and JCS directives, instructions, and guidelines. Accordingly, the J4-ED ERC Manager has defined herein an objective, well-defined set of procedures and processes (Enclosure B) in order to effectively monitor the ERC program at J4-ED and to provide general guidance for ERC program managers.

6. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--
<http://www.dtic.mil/doctrine>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

7. Effective Date. This instruction is effective immediately.

For the Chairman of the Joint Chiefs of Staff:



S. A. FRY
Vice Admiral, U.S. Navy
Director, Joint Staff

Enclosures:

- A – Responsibilities**
- B – ERC Program Management Procedures**
- C – ERC Decision Matrix, Congressional Considerations**
- D – ERC Decision Matrix, JCS Training Manual Considerations**
- E – Congressional Notification Distribution**
- F – ERC Database**

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ENCLOSURE A

RESPONSIBILITIES

1. Director, Joint Staff. The Secretary of Defense has delegated unspecified minor MILCON approval authority (currently with a maximum of \$1.5 million per project in accordance with Section 2805 of title 10 USC) to the Director, Joint Staff. This authority has been further delegated to the Director, J4 (DJ4), as indicated below.

2. Approval Authority. On 1 August 1992, DJS approval authority and congressional-notification delegation was institutionalized as a DJ4 responsibility in Joint Administrative Publication 1.1, "Organization and Functions of the Joint Staff." In the absence of the DJ4, the Vice DJ4 has approval and notification authority as the acting Director for Logistics.

3. J-4, Engineering Division (J4-ED)

a. The J4-ED Directorate, through the ERC Program Manager, has overall responsibility for managing the Joint Chiefs of Staff unspecified minor construction program for ERC projects outside of the United States.

b. The appropriation for ERC is typically about \$6 million annually. To help improve project design and project execution, USCENTCOM, USEUCOM, USPACOM, and USSOUTHCOM will receive a minimum of \$1 million annually for ERC projects and the remaining funds distribution will be determined during the J4-ED project validation process. ERC must meet the MILCON obligation goal of 80 percent obligated within the first year of availability.

c. The Joint Staff unspecified minor construction ERC program is funded as a single line-item authorization and appropriation by public law. The request is found under the Defense-Wide, Unspecified Worldwide Locations, Unspecified Minor Construction heading and allocated to the "Joint Chiefs of Staff." By-project congressional notification and overall funds management and control of the program are accomplished by J4-ED.

d. Management of ERC design funds is part of the overall J4-ED management responsibility. Design funds for the ERC program are funded from the OSD "Defense-wide" appropriation and are requested by J4-ED on an annual basis.

4. Office of the Joint Staff Comptroller

a. Design and MILCON funds are issued by OSD to the Joint Staff Comptroller. Joint Staff funds issuance, through the Service executive agent comptrollers, is accomplished by the Office of the Joint Staff Comptroller.

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b. Funding transfer amounts are based on management guidance provided by the J4-ED ERC project manager.

5. Commanders in Chief. The geographic commanders in chief (CINCs) have overall responsibility for project design, construction execution, quality control, and by-project cost accounting, which is accomplished by the engineering and comptroller elements of the five geographic CINCs through their Service component commands.

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ENCLOSURE B

ERC PROGRAM MANAGEMENT PROCEDURES

1. Project Call Message. J4-ED will send a project call message, for fiscal year plus two (FY+2) ERC submittals, to geographic CINCs NLT 20 September.
2. Initial CINC "Strawman" Submittals. Geographic CINCs will submit their initial ERC strawman submittals, for fiscal year plus 1 (FY+1), to J4-ED NLT 20 January. Only prioritized projects lists, verified by the geographic CINC engineer, may be submitted. This submittal will consist of a preliminary prioritized list of projects as verified by the geographic CINC engineer. The list is intended to be relatively simple, but must include project title, location, preliminary cost estimate, and target date(s) of construction. At this point, the projects will be entered into the J4-ED ERC database.
3. CINC Final Submittal. Geographic CINCs will submit their final ERC project submittals, for fiscal year plus 1 (FY+1), to J4-ED no later than 31 March. These submittals must include completed and signed copies of DD Form 1391 for each project along with a prioritized listing of the submitted projects signed at the geographic CINC directorate level. As a minimum, the following information must be included in the DD Form 1391:
 - a. CINC-assigned project number.
 - b. Supported CJCS exercise(s).
 - c. Brief description of the proposed construction, how it supports the CJCS exercise(s) and why the proposed facility is necessary to the conduct of the exercise(s).
 - d. Inclusive dates and location(s) of construction.
 - e. Estimate of total funded project cost, amount of funds to be obligated in the budget year and estimate of "other" project costs not to be funded under the ERC program (see subparagraph 5a). Project program amounts on the DD Form 1391 must be reviewed to ensure proper costs are included. Design funds are provided separately and are NOT included in the programmed amounts for the MILCON execution portion of an ERC project.
 - f. Method of accomplishment (i.e., troop labor and/or contract. Include percentage of each if split accomplishment).
 - g. Justification to include the impact if not funded. Include supported OPLANs or CONPLANs, morale and welfare of troops, cost avoidance generated and a dollar cost valuation, and the position of the Embassy country team on the viability of the project.

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4. Annual Program Review

a. J4-ED will host an annual ERC Program Review no later than (NLT) the second week in April of the year prior to proposed execution. Each geographic CINC will send a representative to brief J4-ED and the OSD overseas facilities representative about their CINC's proposed program. The briefer should be prepared to confirm that the proposed projects meet the requirements of the six mandatory congressional guidelines (Enclosure C) and the eight Joint Staff criteria goals (Enclosure D).

b. J4-ED will transmit a message to the geographic CINCs NLT 1 February containing the agenda, room locations, and lodging information for the Program Review.

5. ERC Costs

a. For the purpose of determining the costs of projects constructed in support of military training exercises, the following WILL NOT be included:

(1) Transportation costs of materials, supplies, and GFE.

(2) Travel and per diem costs applicable to troop labor and costs of material, supplies, services, and fuel furnished by sources outside of the Department of Defense on a non-reimbursable basis. These costs will be reported to the extent that such costs exceed \$50,000 per project. The costs of supplies or services furnished on a non-reimbursable basis should be estimated on a fair-market-value basis.

(3) O&M funds are not to be used for construction of ERC projects. O&M funds may be used to finance costs of temporary structures that are completely removed at the end of the exercise (e.g., tent platforms, field latrines, dining shelters, range targets).

b. For the purpose of determining costs attributable to ERC construction projects, the following costs **will** be included:

(1) All costs of all materials, supplies, and services applicable to the project, including those furnished on a non-reimbursable basis by other military departments and Defense agencies. Additionally, all costs authorized by existing law or by sources outside the Department of Defense.

(2) Labor costs, except for US military labor.

(3) Overhead or support costs that can be identified as representing additional costs that would not have been incurred were it not for the project, except for planning and design costs.

(4) DOD-funded costs applicable to the operation of GFE, including fuel and maintenance costs.

c. ERC projects are governed by statutory funding limitations (10 USC, section 2805). The total allowable ERC costs, as identified above (not necessarily the total project cost), may not exceed the unspecified minor MILCON threshold of \$1.5 million.

6. Project Ranking

a. Every project submitted by the CINCs will be reviewed and evaluated by J4-ED to ensure compliance with congressional and fiscal guidelines (see Enclosure C). Any violation of these guidelines will result in immediate project disapproval.

b. Remaining projects will then be evaluated and awarded points based on the nine criteria goals (CINC's priority and the eight areas of benefit) in Enclosure D.

c. CINCs can prioritize their program by assigning points to rank their projects, not to exceed 50 points per project. The greater the sum of assigned points, the higher the priority rating. The total cost for all projects assigned priority points cannot exceed the assigned target cost amount for the CINC. Any projects remaining outside the target cost amount will be ranked in a simple priority order for the review. The intent of this procedure is to allow the CINCs to weight their prioritization and to encourage large numbers of smaller projects. Some priority point considerations are:

- (1) Only whole numbers can be used.
- (2) Projects can have the same priority point value assigned.
- (3) Each project submitted must receive at least one priority point within the target funding amount. An example is illustrated below.

For Example:

Assume CINC funding target is \$1,800K

Project Title	Priority Points assigned	Project Cost	Cum Cost
Project A	25	300K	300
Project B	20	400K	700
Project C	10	1,200K	1,900
Project D	5	1,000K	2,900

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Project C would not be included because the aggregate cost exceeds the \$1,800K target. However, the CINC could replace Project C with D to stay within the funded target amount.

d. Each project is to be assigned a value based on the eight criteria of CJCSM 3500.03 and the instructions below, using the form at Enclosure D. Points will be awarded during the program review by the ERC project manager and verified by the J4-ED Division Chief. Methodology for awarding points in these criteria will adhere to the following general guidelines:

(1) National Interest. Project either is or is not in the National Interest. Maximum available points for this criteria is five points- award five points if it is in the National Interest and zero if it is not. If the project is not in the National Interest, it should not be approved.

(2) Warfighting Objectives. If the project will support one OPLAN or CONPLAN assign four points. For each additional OPLAN or CONPLAN assign two additional points up to a maximum of 10 points (includes the first four points). The intent is to reward projects that impact multiple plans.

(3) Contribution to Exercise Objectives

(a) ERC critical to support main objective of exercise = 10 points.

(b) ERC supports multiple secondary objectives = five points.

(c) ERC supports an objective not identified in Enclosure D = three point. (Quality of Life (QOL) projects will generally not rate highly in this category since they do not directly support exercise objectives.)

(4) Contribute to the Morale and Welfare of the Troops Involved. Generally, a project will or will not support QOL. Assign 10 points if project directly provides (i.e., builds/renovates a QOL facility to any degree). Assign five points if project indirectly provides QOL support. Projects for operational facilities will not rate high in this category, but they **will** rate high in the exercise objective criteria. Minimum score if project impacts QOL to any degree is three points.

(5) Train Engineer Troops. Although the primary purpose of ERC is support of exercises, ERC projects offer excellent opportunities for engineer troop training. However, project value should not be significantly diminished if it offers little or no training opportunity. Engineer troop training is encouraged whenever possible, but it is not considered a project stopper. Maximum value for this criteria is five points. Assign a value of zero points if project is to be accomplished totally by contractor.

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(6) Result in Net Resource Savings. Points are based on the term of payback. If payback is with the next exercise (either the cycle of the exercise the ERC is attached to or the next exercise that will use the facility, whichever comes first) assign 10 points. If payback is between the next two cycles of the exercise to which the ERC project is attached, assign five points. If beyond two cycles, assign zero points. The intent is to encourage those projects with near-term payback. Note that the term "resources" above is intended to include airlift cost.

(7) Are Not Eligible for Alternative Funding. Yes or no. Assign 10 points if ERC is the only fund source available. Host-nation support counts as a fund source and assigned 5 points. Weight should be enough to give ERC-only projects a slight competitive edge.

(8) Obligate Funds Early. A project has "early" obligation if it can reach 90 percent obligation or higher within the funds' fiscal year (FY). This characteristic would be worth 10 points. If the obligation rate can reach 90 percent within the second FY, assign three points. Beyond the second year, no points. The intent is to emphasize projects that are clearly "ready to go" and need money now as opposed to projects that could conceivably wait until the next FY's ERC program.

e. In the event of a scoring tie, the ERC Manager will make a recommendation to the DJ4 based on prior-year CINC ERC execution and obligation rates, allocated air and sea lift to support troop labor construction, projects that will obligate funds early, those projects not eligible for alternative funding, and any other pertinent factors.

f. The goal of this prioritization process is to develop a consolidated priority list using an objective, defined process and firm criteria, thus minimizing the potential for conflicts among the CINCs as they compete for scarce resources. Additionally, every effort will be made to ensure projects meet the majority of the evaluated training and operational requirements specified in the Joint Training Manual.

g. When additional projects are submitted after the annual program review and the submitting CINC does not rearrange his prior submitted projects, the new projects cannot gain a point value above the lowest funded project on the previously-developed Joint Staff priority list. (Late submittals should not become a higher priority than on-time submittals unless the project is extremely important and the CINC re-ranks his program as a result.)

7. Representative Project Listing. After the Joint Staff priority list is finalized based on the numerical scores, a representative project listing will be produced using the ERC Access database. A JS Form 136 will be prepared and the priorities and representative listing will be coordinated through the Joint Staff

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and copies provided to the Office of the Secretary of Defense as described below (See Enclosure E for specific coordination actions). DJ4 is the final approval authority.

8. Coordination. Typical coordination of ERC project listings will include the appropriate offices of J-2, J-3, J-5, J-6 (info only), J-7, J-8, CJCS/LA/LC, Joint Staff Comptroller, and copies provided to OSD (Industrial Affairs and Installations) and OSD (International Security Affairs). (See Enclosure E)

9. Annual Congressional Notification. The congressional notification will be submitted to the four MILCON authorization and appropriation subcommittees, OSD (Comptroller), and the appropriate Under Secretary or Assistant Secretary of Defense responsible for OSD overseas facilities no later than 30 September of the fiscal year prior to execution.

a. The congressional notification package is coordinated within the Joint Staff in the same offices as the representative project listing. The coordination is to review the words used in representing the projects to Congress, not to revalidate the priorities and/or projects.

b. The congressional notification package contains a synopsis of the project justification. DD Forms 1391 are not forwarded to Congress.

c. Upon completion of coordination with all of the offices listed above, the congressional notification will be forwarded to the DJ4 for approval and to sign the four congressional notification letters and two OSD notification memorandums.

d. MILCON-oriented Congressional committees require 30-calendar-days waiting period for ERC projects in excess of \$500K.

10. CINC Execution Message. Thirty-one full calendar days **after** receipt of the latest classified receipt date (if applicable), from the four congressional MILCON subcommittees, an execution message will be prepared for release by DJ4 to the geographic CINCs. Prior to release, J4-ED will verify with CJCS/LA that no outstanding congressional questions or guidance has been received that would preclude program or specific project execution.

11. Out-of-Cycle Congressional Notification. The annual notification procedures will also be used to notify the four congressional MILCON subcommittees and the Office of the Secretary of Defense of any out-of-cycle ERC projects or out-of-cycle project cancellations. Unexpected out-of-cycle requests will be identified by the CINC ERC managers to J-4/ED, no later than 45 days prior to desired funding obligation. Requests must include (a) suggested funding offset (for inclusion within an approved ERC program) or a new priority order for projects for inclusion in programs that are awaiting approval and (b) completed DD1391 following guidance for final CINC

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Submittals. Until clarifying legislation is obtained, out-of-cycle requests that represent the first time the exercise has been associated with an ERC total greater than \$500K will require 30-calendar-days notification.

12. Project Cost Growth/Reduction. If an approved project experiences cost growth for any reason, and the revised project cost exceeds 125 percent of the congressionally-notified project cost, Congress must be renotified of the new project cost and/or scope. Similarly, Congress must also be notified if the project is completed for less than 75 percent of the congressionally-notified cost (includes project cancellations). While these types of actions can occur after project execution, they still require a 30-calendar-days waiting period prior to project execution. Submission requirements will be the same as other out-of-cycle notifications and must include a modified DD 1391 with a statement in the description of proposed construction that details the reason for the cost growth or reduction. Whenever possible, renotifications should be submitted at least 45 days prior to any deadline for project funding obligation.

13. Funds Transfers. The J4-ED ERC Program Manager will send a Joint Staff memorandum to the Joint Staff Comptroller indicating what design or construction funds are needed to support the ERC program approved by the DJ4. Annually, in October, the ERC funds manager will request design funds (approximately 10 percent of the current year program) from OSD. The CINCs 1 October monthly reports of design funds obligation for the prior-year will be reviewed and balanced with the CINC engineer section requests to determine if additional design funds are warranted.

14. Monthly Reports. Both design and construction fund transfers will be monitored using the CINC-submitted monthly reports. Report data is to be entered into the ERC database. Monthly report guidelines are as follows:

a. The intent of the report is to show the complete funding and obligation picture of each project. The following data elements are to be included for each project:

(1) Project Number. Number assigned by the CINC and used to identify the project when submitted to the Joint Staff.

(2) Programmed Amount. Identifies the amount that was notified to Congress. This amount is fixed until such time that a supplemental notification has been completed. This is the amount on which the 125 percent limit is based.

(3) Funds Issued. This is the amount of funds from a particular FY appropriation that have been issued by the CINC against the project. A single ERC project can have more than one FY funds assigned as long as the total funds assigned does not exceed the programmed amount by more than 25 percent. If a project is multi-year funded, each FY funds must be reported in

the obligation report as a separate line under the project number, even if the funds are expended and that FY is closed.

(4) Funds Obligated. Represents those funds that are considered obligated by the Service receiving the funds for execution. If a project is multi-year funded, then the obligation amount for each FY is to be reported.

(5) Current Estimate. CINC's estimate of the final cost of the project. This value will serve as a warning regarding further congressional notification.

(6) Completion Date. Actual or estimated completion date of the project work.

(7) Financially Closed. Yes or no entry to signify that the costs are final and any excess funds can be recaptured.

(8) Remarks. Include any amplifying information.

b. Numerical entries for Programmed Amount, Funds Issued, Funds Obligated, and Current Estimate are mandatory.

c. Spreadsheet or database report format is highly recommended. Electronic transmission is highly recommended.

d. All applicable funding lines are to be grouped under a single project heading. Projects are to be sorted by fiscal year associated with their initial congressional notification.

15. ERC Database. The ERC database is described in Enclosure F.

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ENCLOSURE C

EXERCISE-RELATED CONSTRUCTION DECISION MATRIX, CONGRESSIONAL
CONSIDERATIONS (YES/NO EVALUATED)

Priority	Project	Cost	Outside CONUS	Supports CJCS Exercise	Within Unspecified Minor Construction Program Limits	US Basing or Access Agreement	Not in Support of Counterdrug Operations	Not in Support of Continuous US Presence

ANY "NO" RATING RESULTS IN AUTOMATIC PROJECT DISAPPROVAL

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ENCLOSURE D
EXERCISE-RELATED CONSTRUCTION DECISION MATRIX
CJCS EXERCISE TRAINING MANUAL CONSIDERATIONS (POINT-RATED)

Priority	Project	Cost	CINC's Priority	National Interest	Warfighting Capability	Exercise Objectives	Morale & Welfare	Engineer Training	Cost Savings	No Alternate Funding	Obligate Funds Early	Total

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ENCLOSURE E

ERC CONGRESSIONAL NOTIFICATION DISTRIBUTION INSTRUCTIONS

Follow these instructions to notify Congress of a change in cost or scope of more than +/- 25 percent to a previously approved ERC project; includes new project approvals and cancellations.

1. ERC Program Manager. ERC program manager obtains Joint Staff concurrence through JSAP system.

- a. Request action processing number from J4 MILSEC.
- b. Include in package: JS Form 136, JS136 transmittal, request from CINCPAC, modified DD Form 1391, and enclosure (a revision of the project description originally used to notify Congress).
- c. Transmit JSAP package electronically for coordination to the following offices as a minimum: JSAP J-3 (info only), JSAP J-5, JSAP J-6 (info only), JSAP J-7, JSAP J-8, JSAP LA, JSAP LC, JS Comptroller, and Service Components (copy of final package).
- d. If package cannot be transmitted electronically, hand-carry paper copies of the package for information only ("copy provided") under JS 136 transmittal letter to:

- (1) The OSD Comptroller (Office of Programs and Budget MILCON Office - 3D840).

- (2) OSD International Security Affairs (Room 4E838).

- (3) OSD Industrial Affairs and Installations, "FACILITIES" (Room 3D784).

2. DJ4 Signature

a. After Joint Staff coordination is received and the package is corrected as required, the DJ4 must sign eight letters to the Chairpersons and Ranking Minority Members of the following congressional committees:

- (1) House Appropriations Committee, MILCON Subcommittee.
- (2) Senate Appropriations Committee, MILCON Subcommittee.
- (3) Senate Armed Services Committee, Readiness Subcommittee.

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(4) House Armed Services Committee, Military Installations and Facilities Subcommittee.

b. The DJ4 must also sign three letters to the following OSD offices:

- (1) The OSD Comptroller.
- (2) OSD International Security Affairs.
- (3) OSD Industrial Affairs and Installations, "Facilities."

c. Prepare a paper package for DJ4 to initial approval/disapproval on the JS 136, sign the undated letters at the "Tab." Include the appropriate background information. Send package with J4-ED routing slip on the front through the offices shown. Be sure to have J4 MILSEC review the package before forwarding to the front office.

3. Distribution of congressional notification letters after DJ-4 approval.

a. Complete the below actions after the DJ4 initials the JS Form 136 and signs and dates the four congressional notification letters and the three OSD notification memorandums.

b. Make **6** copies of each of the signed congressional notification letters, **2** copies of the OSD notification memorandums, and **13** copies of the classified enclosure if applicable. Package letters as follows:

(1) House Appropriations Committee, MILCON Subcommittee (two copies); **original letter to the Chairperson and a copy to the Ranking Minority Member.**

(2) Senate Appropriations Committee, MILCON Subcommittee (two copies); **original letter to the Chairperson and a copy to the Ranking Minority Member.**

(3) Senate Armed Services Committee, Readiness Subcommittee (two copies); **original letter to the Chairperson and a copy to the Ranking Minority Member.**

(4) House Armed Services Committee, Military Installations and Facilities Subcommittee (two copies); **original letter to the Chairperson and a copy to the Ranking Minority Member.**

(5) CJCS Legislative Assistant.

(6) OSD Comptroller.

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(7) OSD Facilities.

(8) OSD International Security.

(9) File Copy. The JS Form 136 with Approved Block on the second page initialed, a copy of all four congressional notification letters, a copy of the three OSD notification memorandums, and the original of the classified enclosure.

c. Place the word "COPY" with a number in the bottom right corner of the four congressional notification letters, and the three OSD notification memorandums (NOTE: THE COPY NUMBERS (FROM ABOVE DISTRIBUTION LIST) MUST MATCH THE COPY NUMBER ON THE JS-14 WITH THE ADDRESSEES THAT ARE ON THE ENVELOPES!!!). MAKE A SIMILAR ENTRY ON THE COPY OF THE ENCLOSURE AND ON THE OUTSIDE LOWER RIGHT-HAND CORNER OF THE OUTER ENVELOPES.

d. Place the original congressional notification letter to the committee chairperson in an individual envelope. Put the copy to the ranking minority committee member in a separate envelope (envelopes should be 9.5" x 12"). Place a "FROM:" DJ4 ADDRESS and a "TO:" NAME OF THE COMMITTEE CHAIRPERSON OR "THE RANKING MINORITY MEMBER" AND THE COMMITTEE ADDRESS on the envelopes. Mark the envelopes with the proper classification stamped on the front and back as required before delivering to CJCS/LA, or courier, to hand-carry to the respective MILCON Subcommittees.

e. Attach the appropriate JS FORM 14 (if applicable), **Classified Multiple Document Receipt or Tracer**, to each envelope (CHAIRMAN and RANKING MINORITY MEMBER), before taking to CJCS/LA. Even if the package is not classified, the JS Form 14 can be used for tracking purposes. The person who accepts the packages should sign the JS FORM 14 at the bottom; i.e., date, time, printed name, and signature. Make sure they check the "RECEIPT OF DOCUMENTS" BLOCK. (THE JS-14 IS AVAILABLE USING DELRINA FORMFLOW AND OPENING THE FORM ON THE "G" DRIVE AT G:/ALLFORMMASTER/JS FORMS/JS FORMS/JS014.FRP.)

f. Hand-carry the letter packages to CJCS/LA and get them to sign the JS-14 for all nine copies.

g. Normally the courier carries information to Capitol Hill midmorning and midafternoon.

h. CJCS/LA should bring back the signed JS-14 and provide J4-ED a copy. The 30-day clock begins with the date of the latest committee signature.

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- i. Hand-carry the three OSD memos to the rooms indicated and obtain signatures on the JS14.
- j. Bring the JS-14 back and put into the action folder.
- k. Prepare a FUNDS DISTRIBUTION MEMO, if required, and send to the Joint Staff Comptroller. Funds distribution may take as long as the notification process.
- l. Track with CJCS/LA until all copies of the JS-14 are back from the Hill. File the JS-14 copies with the file copy.
- m. On the 31st day, request, if applicable, CJCS/LA confirm all comments, restrictions, or questions have been answered before notifying CINCs of project approval.
- n. On the 31st full day, inform appropriate CINCs via message or e-mail authorizing project execution.

ENCLOSURE F

ERC DATABASE

1. Software

a. The ERC database has been created using the relational database Microsoft Access. Basic and advanced Access classes are recommended for the J4-ED ERC project manager. As an absolute minimum, the ERC manager should complete the Access tutorial.

b. The database is designed to run via an automatic macro when the icon is selected.

2. Macros

a. Appropriations Input. Used to enter new appropriation data when annual appropriations are finalized.

(1) Select the macro from the macro menu and click run.

(2) The Macro will open the "Congressional Appropriations" form.

(3) For a new record select the "*" button at the bottom of the form screen.

(4) Enter the appropriation amount and the two-digit fiscal year.

(5) Click on the "Done" button when finished.

b. ERC Review Points. Used during the ERC review process. Drives a form that allows point data to be entered and calculates totals.

(1) Select the macro from the macro menu and click run.

(2) The macro will open the "FY Points Input" form (normally hidden).

(3) When the form opens select the FY in the box at the top. This will isolate the records to the FY selected. The pull-down box will contain only those fiscal years that have entries in the "Program Weights" table.

(4) The main part of this form is through a sub-form that is also generally hidden in the forms list.

(5) The CMD Name, CMD Project number, and Project Title are not editable in this form.

(6) Locate the project of interest by using the navigation buttons at the bottom of the form. Form's data source is a query "FY Point Input."

(7) Enter the points being assigned in the "Points Assigned" field for each category. The weights are linked to the weight table and cannot be updated in this form. The point calculations per category are done automatically as are the total points.

(8) The total priority points used by the command are calculated when you cycle to the next record or when exiting the form.

(9) Click on the "Done" button when finished.

c. Exercise Look Up. Associates a project with an exercise.

(1) Select the macro from the macro menu and click "run."

(2) When form appears, a blank record will be presented.

(3) Click on the open arrow for Project number and select the project you want to associate with an exercise.

(4) Click on the open arrow in the exercise box and select the exercise you want associated with the project.

(5) Click on the "Done" button when finished.

(6) At this time, this macro will only allow a single addition per run. For multiple exercises per project, you will have to run the macro once per exercise or project combination.

d. Funds Input. Drives the process to enter or update obligation data.

(1) Select the macro from the macro menu and click "run."

(2) The "Funds Input" form opens.

(3) Click on the arrow for the Select CINC box and select the appropriate CINC who owns the project from the choices listed. When you select a CINC, the data is limited to that CINC's projects.

(4) Projects will be listed in the project window in chronological order. Scroll through the projects to locate the correct entry. This data comes from a sub-form linked to the projects table. Update the “Estimated” column to reflect the latest CINC estimate of the project cost. The “Programmed” column should not change unless a new congressional notification has been completed for the project.

(5) When a project is selected in the project window, the funding data for that project appears in the construction funds window. Modify this funding data to reflect the latest CINC obligation report.

(6) Issued reflects the amount of FY funds the CINC has applied toward the project. Obligated reflects the amount of the issued funds that have been obligated (per the CINC report).

(7) The remarks field reflects the status of the project. A completed project (financially closed) uses the code “C” for complete, “Canceled” for canceled. Other entries can be made since this is a remarks type field and not used for any sorts. Note that there can be entries in this field even though the funding fields are blank.

(8) Click on the “Done” button to close the form.

(9) The macro “Update Totals” runs automatically when the “Done” button is selected and updates summary databases and queries.

e. Open Dialog. Coordinates the process that allows input of particular fiscal year for queries and forms. The macro usually remains hidden. It automatically runs when certain reports are requested. The macro brings up a form that lets you select the two-digit fiscal year from the list.

f. Project Input. Opens the project input form and enters data into the projects table.

(1) Select the macro from the macro menu and click “run.”

(2) Projects data input screen appears.

(3) For a new project select the “*” button at the bottom of the form.

(4) To edit an existing project open the “CMD Project #” box and scroll to the correct project.

(5) Data elements are as follows:

- (a) JCS ID. Unique identifier for each project. Assigned automatically when a project is entered into the form for the first time.
- (b) CMD ID. Each CINC has an integer assigned. Used for many of the queries. Pull-down box is available on the form to select the appropriate number.
- (c) CMD project number. CINC-assigned project number. Project number format is two-character command label, two-character fiscal year, hyphen, one or two-digit project number.
- (d) CMD Priority. CINC-assigned priority number. Lowest number equates to the highest priority.
- (e) JS Priority. Joint Staff priority number assigned by the ERC program manager, usually during the ERC program review. Number is used to accomplish some of the queries.
- (f) Country. Country where the project will be built or accomplished. If classified, follow the country label with the appropriate classification letter enclosed in parentheses.
- (g) Location. City or base where the project will be accomplished. See classification format for country.
- (h) Project Title. Title on the 1391.
- (i) Congressional Notification.
- (j) Date. Date notification completed (end of 30-day/21-day wait).
- (k) Fiscal Year Program. Fiscal year that the project was notified to Congress.
- (l) Notification Number. Indicates the latest notification the project was included in. Convention is A = Annual, SA number = Stand Alone number where number is sequential.
- (m) Congressional Notification Complete. Indicates status of latest notification. Cycles from yes to no when a stand-alone notification is requested by the CINC.
- (n) Troop Labor. By selecting yes or no the form assigns the word yes or no to the field in the database.

(o) FY of Execution. Fiscal year in which the project will actually be worked. May not always match the year Congress was notified.

(p) Exercise Dates. TBD.

(q) Exercise Frequency. TBD.

(r) Financial Closure Date. Date the financial records were closed such that no further charges will occur.

(s) Project Status. Program assigns a value to the field based on the button selected as follows:

1. Active. A project that is pending approval or was approved by the Joint Staff.

2. Withdrawn. A project that was submitted to the Joint Staff for approval but was withdrawn from consideration before congressional notification. It could also be a project that was combined with another project at the same location and supporting the same exercises for congressional notification purposes. The combination project then becomes the active project.

3. Canceled. This is a project that was submitted to the Joint Staff for approval, was approved, and congressional notification was completed. Subsequently, for whatever reason, the combatant command canceled the project. (NOTE: Project cancellation requires a congressional notification.)

4. The Project Status category is often used to exclude projects from reports, so it is extremely important that it be accurate.

(t) Joint Staff Approval. Form assigns a numerical value based on the button selected.

(u) Funding.

(v) Program Amount. Project cost value that was used in the last congressional notification.

(w) Estimated Cost. Latest projected cost estimate from the CINC. This value may not always match the programmed amount and can serve as an indicator that the 125 percent renotification needs to occur.

(x) Remarks. Unique remarks about the project. Can also be used to record requests for design related to the project.

g. Update Totals. Updates tables and queries used to keep tabs on obligation and issues totals. Usually hidden. Runs automatically each time the form is used to update funding issues and obligation data is closed.

3. Tables

a. The ERC database consists of a number of related tables. To view the relations select "Relationships" from the "Tools" menu. Descriptions of the fields for each table can be found by looking at the table design from the "Tables" tab in Access.

b. Tables in the database are as follows:

(1) Commands. Includes each CINC name and a command identifier number.

(2) Congressional Appropriations. Contains total ERC appropriation and Fiscal Year data. Data entry via macro named "Appropriation Input."

(3) Construction Fund Issues. Contains FAD data for construction funds. Data elements.

(4) Design Fund Issues. Contains FAD data for design funds.

(5) Construction Funds. Contains data on funds assigned to each project by FY. Data entry via macro named "Funds Input."

(6) Exercises. Exercise names and dates. Data entry via form named "EXERCISES Link."

(7) Program Weights. Contains the weighting factors used for any given FY for the ERC Program Review. Data input via the open table screen.

(8) Projects. Main table for ERC project data. Data entry via macro "Project Input."

4. Input Forms

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a. CJCS Exercises. The exercise name is entered including the classification of the exercise from the J-7 Exercise Guide (available in LPED). For example, "BRIGHT STAR (S)." The exercise dates for FY96 through FY01 J-7 Exercise Guide can be updated. Exercise frequency is readily apparent in the 5-year version of the J-7 Exercise Guide. This input field has pull down options.

b. Design & Construction Fund Issues Input Forms. When a request is sent to the Joint Staff Comptroller for funds issue to a combatant command, then the data is entered into these two forms with two exceptions. "Date Issued" and "Doc Serial Number." The information for these blocks will not be available until the comptroller completes the Funds Authorization Document (FAD). The "Design Doc Issues Pending" and "Construction Doc Issues Pending" reports will display these requests as outstanding until the data in these two blocks is entered.

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